POLICE RECORDS COORDINATOR

DUTIES   Under direction:

1.   To maintain manual and automated police information systems and records;
2.   To prepare reports and process requests for information;
3.   To coordinate the activities of police records staff; and
4.   To provide technical support on assigned police projects.

ACCOUNTABILITIES

1.   Maintaining manual and automated police information systems and records.

   A.   Maintaining a computerized information system of police records.
   B.   Coding data for computer input.
   C.   Operating a terminal to input and retrieve data on local, state, and nationwide computer systems.
   D.   Operating the computer as needed to perform backup operations.
   E.   Writing property descriptions for police reports.
   F.   Receiving calls and recording critical information for police records.
   G.   Making approved changes in the information systems and records.
   H.   Classifying, indexing, sorting, and arranging information.
   I.   Comparing, matching, checking, and verifying information.
   J.   Accepting and processing applications for handguns.
   K.   Searching files for data relating to specific cases or individuals.

2.   Preparing reports and processing requests for information.

   A.   Operating the computer to run routine reports.
   B.   Compiling statistical information.
   C.   Performing mathematical computations
   D.   Preparing and distributing reports on criminal activity.
   E.   Processing requests for information in accordance with local, state, and federal laws.
   F.   Consulting with the attorney as needed in processing special requests for information.
   G.   Explaining data used in reports.
   H.   Providing and distributing information for management purposes.
   I.   Giving information to the public over the phone or in person concerning arrests, missing persons, alleged stolen property, or other police business.
   J.   Preparing computer reports, using a packaged report writer.
   K.   Investigating and resolving complaints.

3.   Coordinating the activities of police records staff.

      A.   Interviewing applicants and making selection recommendations.
      B.   Scheduling staff and making work assignments.
      C.   Training staff and evaluating work performance.
      D.   Prioritizing incoming information, requests, and work orders.
      E.   Handling special problems which arise in the office.
      F.   Outlining procedures and preparing manuals

4.   Providing technical support on assigned police projects.

      A.   Analyzing and evaluating procedures used in maintaining police information systems and records.
      B.   Responding to special problems in computer operations and performing basic steps in troubleshooting.
      C.   Assisting police administration in determining which items will be included in the police auction.
      D.   Segregating auction-eligible property from other items in storage.
      E.   Reviewing property records and marking reports.
      F.   Providing lead clerical support for the police auction.
      G.   Giving instructions on the use of the computer.

MINIMUM QUALIFICATIONS

1.   Education, Experience, and Promotional Requirements

      A.   Completion of one (1) year of responsible clerical experience in maintaining police information systems or records based on the current Minnesota offense classification system.

2.   Knowledge and Skill Requirements

      A.   Knowledge of current Minnesota offense code systems and related classification procedures used by the Federal Bureau of Investigation (FBI).
      B.   Knowledge of the ways in which computer technology has been applied in the maintenance of police information systems and records.
      C.   Knowledge of the principles of effective office management.
      D.   Ability to acquire a working knowledge of federal, state, and local laws relating to data privacy and records retention prior to the end of the probationary period.
      E.   Ability to learn to operate the computer terminal and computer within a reasonable period of time after appointment.
      F.   Ability to perform basic mathematical computations used in preparing reports
      G.   Ability to priorities incoming information, requests, and work orders.
      H.   Ability to prepare clear, concise written statements.

I. Ability to lead other workers, assign work, give instructions, and evaluate the quality of work completed.
J. Ability to operate a calculator and other office machines.
K. Ability to type.
L. Ability to respond to requests for assistance at inconvenient hours of the day or night when special problems in computer operations arise.
M. Ability to maintain the confidentiality and privacy of information on individuals.

BH:bjk
03/20/85

Anlst: BH	Date: 19850320
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CSB: 19850319	Class: 1743
CC: 19850321	Res: 85-0203